BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Business Pearson BTEC Level 3 International Foundation Diploma in Business Pearson BTEC Level 3 International Diploma in Business Pearson BTEC Level 3 International Extended Diploma in Business
Unit number and title	**Unit 9: Team building in business**
Learning aim(s) (For NQF only)	**C:** Develop effective team skills through practical activities
Assignment title	Team working in practice
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	Your organisation holds substantial team building activities on a regular basis. Some events are continuing professional development (cpd) events that have followed reorganisation or major recruitment, e.g. orienteering events, treasure hunts, Krypton Factor like events, etc. At other times, teams evolve to organise annual events such as charity events for 'Children in Need' or social events, e.g. annual summer fete. Having completed your research into what constitutes an effective team, you feel ready to put your learning into practice. You have been working as part of team in your area of the business for quite a number of months. You have continued to build your product and customer service knowledge and want to demonstrate you are now ready for that next step.

Task 1	You will participate in substantial team activities. Team activities can be full day events or carried out over a number of sessions, possibly during a period of work placement or whilst you are in your regular part time employment. If neither of these alternatives is practical, you could use an enterprise or charity event. You must take part in a minimum of two activities and undertake the roles of both a team leader and a team member. You will need to demonstrate a professional approach to the team and to the achievement of the teams' goals and development of team skills. This will require you to show initiative, good self-management and creativity. You will

	present evidence of being independent yet supportive of others in the team. You will also be prepared to develop and promote your own ideas for the team. Your work throughout this task will demonstrate your clear attention to detail to ensure all goals are achieved. Witness statements from your line manager/work placement supervisor and/or peers as well as assessor's observation records will be needed to demonstrate successful achievement of the task. You will need to keep a reflective logbook, supported by feedback gained during the team activities, that will record what went well, what didn't go to plan, where conflict existed and how this conflict was managed, and detail the skills you developed during this period as well as plan improvement in performance. The log book will support a report that will reflect on the effectiveness of the team and your own performance as both team leader and team member and assesses how conflict was managed. The witness statements, observation records, logbook and report will record how you demonstrated initiative, self-management and creativity in the professional development of team skills.
Checklist of evidence required	Detailed peer and assessor observation/feedback sheets Individual learner logbook and reflective account

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
9/C.D3	Demonstrate initiative, self-management and creativity in the professional development of team skills.
9/C.M3	Work efficiently as a member of a team and as a team leader and use feedback to assess how conflict was managed
9/C.P6	Reflect on your own effectiveness in team activities and use feedback to plan improvement in performance.
9/C.P5	Show the ability to work as a team leader and team member through active participation in team activity

Sources of information to support you with this Assignment	
Other assessment materials attached to this Assignment Brief	*eg, work sheets, risk assessments, case study*